

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Finance Department - Establishment of Legal Management Unit (LMU), supported by Legal Management Organization (LMO), & Governance of the Online Legal Case Management System (OLCMS) project – Orders – Issued.

FINANCE (PMU-RA&EO) DEPARTMENT

GO.Ms.No. 70

**Dated 15-05-2023
Read the following:**

1. G.O.Rt.No.1698, Finance(RM&FP) Department, dated16-07-2021
2. G.O.Ms.No.56, Finance (OP.I) Department, dated18-08-2021.
3. G.O.Rt.No.356, Law Department, dated 15-12-2021.
4. Memo.No. FIN01-RM0MISC/34/2022-RM(1871210), dated 26-10-2022

ORDER

Government in the reference 1st read above, has constituted a Committee of Secretaries(CoS) under the Chairmanship of Chief Secretary to Government, with the mandate to undertake review of every Department of the Government with regard to the improvement in public service delivery, expenditure optimisation and revenue augmentation.To support the implementation of the mandate of the CoS, in the reference 2nd read above, a Project Management Unit-Revenue Augmentation and Expenditure Optimisation (PMU-RA&EO) is established within the Finance Department.

2. The Committee of Secretaries(CoS) in its deliberations, has inter-alia observed the high pendency of litigation in various legal fora in the State, in which Government is either the petitioner or appellant, & that the sheer volume of litigation, coupled with structural issues relating to procedures, capabilities, capacity, etc. is resulting in less than the desirable quality of engagement & thereby outcomes.

3. As the first step, vide the reference 3rd read above, the near real-time tracking of the status of legal cases involving the Government is implemented by deploying the Online Legal Case Management System (OLCMS) & designating of Nodal Officers by Secretariat Departments /HODs /District Collectorates.

4. Post-implementation of the OLCMS, it is noticed by the CoS that despite the high volume of litigation with substantial financial implications, there is an absence of established legal protocols/SoPs; shortage of legally trained staff; limited judicial procedure knowledge amongst government staff; &importantly the lack of an institutional mechanism to effectively track, analyze &manage litigation.

5. In the aforementioned context, vide the reference 4th read above, the Andhra Pradesh Centre for Financial Systems & Services (APCFSS), was tasked with establishing a lean & purposeful Legal Management Unit(LMU),& for supporting the LMU engaging a Legal Management Organization (LMO) i.e. a professionally competent organization with deep academic interest & expertise in legal cases management.

(P.T.O)

6. The APCFSS, in accordance with the reference 4th read above, has taken steps to establish the LMU and has identified & engaged M/s Daksh Society as the LMO.

7. Government, after careful examination of the matter in its entirety, hereby orders the establishment of the Legal Management Unit (LMU) & engagement of M/s Daksh Society as the LMO in APCFSS with following composition, terms of reference, & governance structure.

(a) Legal Management Unit (LMU): The LMU will be located in the Governance Consulting Wing (GCW) of APCFSS & tasked with the following responsibilities .

- (i) Examining processes & analyse data to identify the areas of concern to improve workflows, functionalities, & user-friendliness of OLCMS and develop it as effective decision-support system for litigation management.
- (ii) Facilitating OLCMS adoption by all the Departments & instrumentalities of the GoAP.
- (iii) Developing litigation management protocols and templates that guide & assist officials, in consultation with the Law Department & other stakeholders.

The LMU will be headed by a Program Manager, & supported by senior & junior legal analysts/consultants, data analysts, etc., as required, basing upon the necessity & workload.

(b) Legal Management Organisation (LMO): The LMO will support the LMU in enhancing processes, responsiveness, & outcomes in legal matters, by carrying out the following tasks.

- (i) Identifying feasible processes for effective transmission of information & alerts between the stakeholders viz. government officials, government pleaders and counsels, office of the AG, etc. to improve litigation management.
- (ii) Embedding the aforementioned processes into the administrative procedure within the government departments.
- (iii) Identifying the concomitant administrative changes required to institutionalise the above processes & their incorporation into the e-office system.
- (iv) Developing taxonomies for various OLCMS stages to standardise & group similar processes, documents, cases, etc.
- (v) Developing affidavits/briefs/pleadings/etc. templates to enhance efficiency in legal matters.
- (vi) Creating a framework for rational decision-making in the filing of appeals
- (vii) Capturing remedial measures in OLCMS workflow & reporting systems to institutionalise & enable effective monitoring
- (viii) Identifying the required steps to establish accountability at different offices/ levels to ensure the adoption of the proposed framework.
- (ix) Recommending a framework for periodic review & scrutiny of pending cases, with a focus on long-pending & high-impact cases.
- (x) Developing mechanism for effective monitoring of the activities of OLCMS & the LMU.

(P.T.O)

(c) **LMU Governance Structure:** To facilitate inter-departmental coordination, & to drive OLCMS adoption by the user departments, the following committees are constituted.

LMU Advisory Committee.

Sl.	Member	Role
1	Chief Secretary	Co-Chairperson
2	Learned Advocate General	Co-Chairperson
3	Special Chief Secretary, Revenue	Member
4	Special Chief Secretary, Finance	Member
5	Special Chief Secretary, PR&RD	Member
6	Principal Secretary, Home	Member
7	Principal Secretary, School Education	Member
8	Principal Secretary, Higher Education	Member
9	Secretary (RM&FP), Finance	Member
10	Secretary, GAD (Services)	Member
11	Secretary, Law	Member-Convener
12	Nodal Officer, OLCMS	Member

Terms of Reference (ToR) of the Advisory Committee.

- (i) Provide high-level guidance; monitoring & supervision of implementation & adoption of OLCMS project; & functioning of the LMU.
- (ii) Take decisions on important policy issues that emerge in course of implementation of the project.
- (iii) Issue appropriate directions to the departments on important issues impinging the project.
- (iv) Co-ordinate between various departments on project implementation.

The Advisory Committee shall meet bi-monthly & co-opt members from other departments & functional experts, as deemed necessary.

LMU Executive Committee

Sl.	Member	Role
1	Special Chief Secretary, Finance	Chairperson
2	CCLA	Member
3	Secretary, Finance Department (RM & FP)	Member
4	Secretary, Commercial Taxes	Member
5	Secretary, Law	Member
6	Commissioner, School Education	Member
7	Special Secretary, Home	Member
8	Commissioner, PR&RD	Member
9	Nodal Officer, OLCMS	Member
10	Special GP, Office of the LAG	Member
11	Representative of LMO	Member
12	CEO, APCFSS	Member-Convener

(P.T.O)

::4::

ToR of the Executive Committee:

- (i) Monitor the activities of the LMU, LMO & OLCMS project.
- (ii) Facilitate the integration of OLCMS with the LMU.
- (iii) Co-ordinate with departments in operationalising the LMU & OLCMS.
- (iv) Monitor the implementation of decisions/directions given by the Advisory Committee.
- (v) Incorporate departmental feedback & refine the OLCMS workflow.

The Executive Committee shall meet once a fortnight & co-opt members from other departments or functional experts, as deemed necessary.

8. A copy of this order is available at <http://apegazettte.cgg.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Dr. K S JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT**

To

The Members of the Committee

All Spl. C.S./Principal Secretaries/Secretaries to Government

All Heads of Department

Copy to:

The CEO, APCFSS.

PS to Chief Secretary to Government.

SF/SCs(2066331)

//FORWARDED:: BY ORDER//


SECTION OFFICER
